

Name First and Last DOC Number
Housing assignment and Cell Number
Coyote Ridge Corrections Center
PO Box 769
Connell, WA
99326

- Per DOC 450.100 I, B, Offenders will be responsible for informing their correspondents of the rules governing offender mail updated 1/20/2020
- Outgoing mail process "we read 100 percent of outgoing mail"
- Don't put your human bodily fluids on the outgoing mail.
- Outgoing rejections are governed under RCW 72.02.260
- Letters of inmates may be withheld. Whenever the superintendent of an institution withholds from mailing letters written by inmates of such institution, the superintendent shall forward such letters to the secretary of corrections or the secretary's designee for study and the inmate shall be forthwith notified that such letter has been withheld from mailing and the reason for so doing. Letters forwarded to the secretary for study shall either be mailed within seven days to the addressee or, if deemed objectionable by the secretary, retained in a separate file for two years and then destroyed.
- Incoming mail if your name, DOC # and cell assignment are correct on your incoming mail you will get it the same day it arrives at the facility all look ups will be processed by timelines established by the policy.
- First Class mail, Packages, publications and newspapers missing DOC #, last name or have name and DOC number not matching are automatically return to sender. No rejection notice is generated as outlined in DOC policy 450.100.
- Legal mail is delivered at the N-Building property window, mailroom staff will place you on callout for 2 consecutive callouts, and movement is at 0735. You get 2 opportunities to claim you legal mail, if you fail to report for your items it is a voluntary refusal to accept mail and it is returned to sender.
- Videograms (i.e., pre-recorded video attached to an eMessage) must be conducted consistent with facility visit guidelines per DOC 450.300 Visits for Prison Offenders,
 - The eMessage videogram (i.e., pre-recorded video attached to an eMessage) does not comply with DOC 450.100 Mail for Prison Offenders or otherwise contains any display of nudity, behavior or actions that are sexual in nature, drugs/alcohol or related paraphernalia, weapons, graphics or paraphernalia associated with any Security Threat Group, or unlawful activity

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- Upon your request and purchase Jpay pictures and passwords are printed and sent to the unit Monday, Wednesday and Friday. If you have not received your password within 5 working days after request send KIOSK message to the mailroom with a request for it.
- Send your union supply questions dealing with property to Property and question about food packages to CI Store.
- Offenders must request to start the appeal process for incoming mail appeals as outlined in the policy and stated on the mail rejection notice DOC form 05-525 dated 1/20/2020. Include your rejection file number.
 - ⊖ For rejected incoming mail/eMessages, the incarcerated individual may submit a written appeal request to the mailroom sergeant within 10 calendar days of the rejection. The sender may submit a written appeal request to the mailroom sergeant within 20 calendar days of the rejection. The appeal will be reviewed by the Superintendent/designee. If upheld, incarcerated individuals/senders may submit a written appeal request per the above-noted timeframes to the mailroom sergeant, which will be reviewed by the Headquarters Correctional Manager. Appeals sent directly to the Headquarters Correctional Manager will not be accepted and will be returned.
- To return an incoming mail rejection you are responsible to pay for the postage, you must send a KITE with disposition instructions with a postage transfer filled out, a pre-franked/pre-addressed envelope to the mailroom sergeant.
- <https://www.doc.wa.gov/corrections/incarceration/send/mail.htm> this is the WEB address for offender mail from hear your family members can gain the information needed to properly send you mail, book, publication and other items.
- Photo's
 - Photographs are limited to one of the following in one mailing. Excess photographs/pages will be rejected.
 - Up to 10 individual photographs,
 - Each photograph must be no less than 2 inches by 3 inches.
 - Up to 20 bound pages with multiple photographs from a vendor (e.g., Shutterfly, Snapfish, mixbook, mpix, freeprints photobooks), or
 - Up to 10 photographs on a single sheet of paper.
 - Paper may be double-sided, but is limited to 10 total photos